MEMORANDUM

TO: Airport Board
FROM: Patrick Dame, C.M., Executive Director
DATE: September 13, 2022
RE: Amendment 1 to Mead & Hunt, Inc. Task Order 2202-2 Terminal Expansion and Renovation, Project No. 22-5320

Amendment #1 is attached which reflects an increase of $1,408,778 for a revised total contract amount of $8,206,175.

The design of this project will be funded through Federal BIL grant funds as they become available. The Airport will receive $2,835,000 annually for the next five years. Applications for funding will continue to be submitted for the specific BIL Terminal funds that are also available over the next five years.

Areas of increase and justification on the increased scope of the project are included in the Exhibit A of the Amendment.

STAFF RECOMMENDATION: Staff recommends Board approval of Amendment 1 to Mead & Hunt Task Order 2202-2 for an increase of $1,408,778, for a total contract amount of $8,206,175.
AMENDMENT TO TASK ORDER 2202-2

Amendment No. 1

Owner: Rapid City Regional Airport
Engineer: Mead & Hunt, Inc.
Effective Date of Main Agreement: January 1, 2021
Effective Date of Task Order: March 8, 2022
Nature of Amendment: (Check those that apply)
☐ Modifications to responsibilities of Owner
☒ Modifications of payment to Engineer
☐ Modifications to term of Main Agreement
☒ Modifications to term of Task Order
☐ Modifications to other terms and conditions of the Main Agreement
☐ Modifications to other terms and conditions of the Task Order

Description of Modifications:
See the attached narrative (Exhibit A) describing increases in project scope in the following areas:

1) Increase is program scope/building area at the Concourse

2) Increase in program scope/building area at the TSA Checkpoint

3) Increase in program scope/building area at the Landside Concession

Description of Fee Adjustment:

Original Contract Amount: $6,797,397

Additional Service Request: $1,408,778

Revised Contract Amount: $8,206,175
Owner and Engineer hereby agree to modify the above-referenced Task Order as set forth in this Amendment. The Effective Date of the Amendment is **July 20, 2022**.

Owner  
RAPID CITY REGIONAL AIRPORT  
(typed or printed name of organization)  
By:  
(individual’s signature)  
(Attach evidence of authority to sign.)  
Date:  
(date signed)  
Name:  
(typed or printed)  
Title:  
(typed or printed)  

Architect  
MEAD AND HUNT  
(typed or printed name of organization)  
By:  
(individual’s signature)  
(Attach evidence of authority to sign.)  
Date:  
(date signed)  
Name:  
(typed or printed)  
Title:  
(typed or printed)
SCOPE OF SERVICES (REVISED)– Exhibit A
RAPID CITY REGIONAL AIRPORT BOARD
RAPID CITY REGIONAL AIRPORT
RAPID CITY, SOUTH DAKOTA
TERMINAL EXPANSION AND RENOVATION
AUGUST 22, 2022

This document revises the Scope of Services document previously submitted on January 24, 2022, to account for programmatic changes requested by the Owner. These programmatic changes are driven by the Owner’s direction to pursue a “full build out” design as described in the Concept Design Report dated August 19, 2022 to accommodate increased projected passenger enplanements. Given these changes, the design team has reviewed the scope of services and has identified several areas where our scope has increased. These areas are discussed below.

- With the increase in projected enplanements and peak hour demands, the Concourse has grown from 10 passenger boarding bridges to 12 passenger boarding bridges and from 11 aircraft positions to 13 aircraft positions and to accommodate larger aircraft. The concourse will increase in size to account for the additional programmatic elements (additional larger hold rooms, support spaces, etc.). A corresponding increase in the apron level support spaces is included, as well. In addition to the changes in the Concourse, scope is included for supplemental review of aircraft movement and positioning.

- The TSA checkpoint has increased in size. In our task order, it was envisioned that the TSA checkpoint would consist of three lanes and would utilize, in part, the area of the existing checkpoint. With the increased demand, space for five lanes is required. An increase in expansion area will be needed to accommodate the required TSA equipment.

- Based upon discussions during the Concept Phase, the landside concessions area will be impacted by the programmatic changes in other areas. This portion of the building will be reconfigured to accommodate a smaller concessions area that can serve passengers and visitors efficiently and provide access to new administrative offices. Our original Task Order did not include any modification to this area.

The scope for the other program elements remain unchanged or the changes are minimal from the scope outlined in the Task Order. These spaces include the Apron Level Baggage Claim Area/Rental Car Area, and the Checked Baggage/Ticketing Area.

Additionally, the project approach (phase descriptions, deliverables, schedule etc.) remains unchanged.
For each of the areas noted in this Scope of Service document, the modification to services is as follows:

- Additional architectural planning and design
- Additional interior design and planning
- Additional design/detailing of each area
- Additional inter-disciplinary coordination
- Additional engineering analysis and design
- Additional sub-consultant services
  - Increased surveying
  - Increased geotechnical investigation/reporting
  - Increased study of airplane movement/positioning
  - Increased cost estimating
  - Increased concessions planning

Mead & Hunt has developed metrics for establishing the cost of design services for these types of facilities. The primary metric that offers the most reliable estimation of design fees is by expressing the fees as cost/SF. Consequently, to establish the fees for the additional service, the increase in square footage multiplied by the unit cost is used to establish the fees for the program additions. In establishing the unit cost to be applied to the additional service, consideration is given to certain efficiencies that reduce the overall effort. The efficiencies include:

- Project Management: It is envisioned that overall management does not increase proportionally with the additional area, including schedule durations.
- Specifications: Additional time required for developing specifications does not materially increase.
The overall summary of the project areas and of the area increases is noted below.

<table>
<thead>
<tr>
<th>Project Location</th>
<th>Task Order Area (SF)</th>
<th>New Task Order Area (SF)</th>
<th>Increase (SF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Area</td>
<td>4,150</td>
<td>4,825</td>
<td>675*</td>
</tr>
<tr>
<td>Concourse Upper Level</td>
<td>38,075</td>
<td>57,435</td>
<td>19,360</td>
</tr>
<tr>
<td>Concourse Lower Level</td>
<td>8,500</td>
<td>11,400</td>
<td>2,900</td>
</tr>
<tr>
<td>TSA Checkpoint</td>
<td>12,070</td>
<td>17,240</td>
<td>5,170</td>
</tr>
<tr>
<td>Landside Concession</td>
<td>0</td>
<td>7,515</td>
<td>7,515</td>
</tr>
<tr>
<td>Baggage Claim/Rental Car</td>
<td>26,800</td>
<td>26,800</td>
<td>0</td>
</tr>
<tr>
<td>Ticketing/Checked Baggage</td>
<td>59,790</td>
<td>59,790</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Task Order Area</strong></td>
<td><strong>149,385</strong></td>
<td><strong>185,005</strong></td>
<td></td>
</tr>
</tbody>
</table>

| Total Square Footage Increase | 34,945 |

* The increase in SF at the office space is not included in the additional service request.

Refer to the attached fee spreadsheet for the breakdown of additional fees.

The overall project SF increase is 23.4%. As noted on the attached spreadsheet, fees are increased by 20.7% to reflect the efficiencies noted above.